

on the Record, @Online

*News about South Carolina's state and local government records management
from the South Carolina Department of Archives & History*

Volume 7 ♦ Number 2 ♦ January, 2009

**For publications and further information about our services to
state and local governments, check our [WEB](#) page.**

Budget Cuts and the Archives' Services

As this newsletter issue is written, the full impact of the FY 2008/2009 state budget cuts on the Archives are still being resolved. By November, the Archives' budget had been cut more than 12% (on top of the 2.6% reduction from FY 2008 with which we started the new fiscal year). An additional 7% cut in mid-December is forcing hard decisions about our activities and services, especially with the likelihood of further and possibly deeper cuts for FY 2009/2010. [This link](#) is to a letter from the Archives Director on the cuts to the department's budget.

This much is certain at this point: All Archives staff members are taking a ten day mandatory furlough, and some are taking additional, voluntary, furlough days. Several temps have been let go, with others on reduced hours to handle critical activities. Saturday Reference Room hours have been eliminated and two Reference Room staff members lost through a reduction-in-force process. Our microfilm certification program has been eliminated, and most other services reduced due to staff absences on furlough or position loss. The Archives is now dependent on revenue sources for such basics as telephone service, archival supplies, rent, copy paper, and everything else needed for day-to-day operations.

April 2009 Records Management Conference Cancelled

Due to the cuts in funding for state agencies as well as the Archives, what would have been the fifth annual records management conference in April will not be held in April as planned. We will try to offer a scaled-down version of some of the conference sessions in the near future.

Education & Training Task Force Report

Archives staff spent the first half of FY 2009 assessing our various records management and training activities and identified ways to enhance and improve our efforts. We benefitted greatly from the input provided by state and local government records personnel who participated in our online survey. [Follow this link](#) to read the task force report.

Online Directory of SC Historical Repositories

The State Historical Records Advisory Board, with the support of a grant from the National Historical Publications and Records Commission, recently posted an updated directory to the Palmetto State's historical records repositories. [This link](#) will enable you to view the directory.



Kate Boyd of USC leading a breakout session on digitization during the SHRAB Action Conference

SC SHRAB Action Conference

Over fifty individuals from across the Palmetto State participated in a conference to assess progress thus far on the [SC SHRAB's state plan for historical records, 2007-2012](#), and to identify strategies and action needed in the near future. Considering the economic downturn in South Carolina and nationally,

the Board wanted input and commitment from key South Carolina archival and information professionals on how best to address the many challenges of preserving and making accessible the State's historical records. The conference was funded by a grant from the National Historical Publications and Records Commission, the grant-making arm of the National Archives. For further information on the conference, follow [this link](#).

State Library Grant Funds Archives Digitization

A second grant from the [SC State Library \(SCSL\)](#) is providing critical support for the scanning of historical records from the Archives holdings for access via the [Online Records Index \(ORI\)](#). This \$35,297 grant builds on an initial grant (see [OTR, September 2007](#)) and provides for the scanning and posting to the ORI of more than 78,000 pages, including Governor's Messages, 1783-1866 and Petitions and other Communications to the General Assembly, 1782-1866. The SCSL grant is made available through federal funding from the Library Services and Technology Act funds administered by the [Institute of Museum and Library Services \(IMLS\)](#) and the SCSL.



Staff Members Receive SC Archival Association Awards

At the [Association's](#) October 8th meeting two Archives staffers were honored with awards:

Chuck Lesser, Accessions Archivist, received the SCAA's Lifetime Achievement Award for his thirty-three years of distinguished service at the South Carolina Department of Archives and History, rendering outstanding service to our state and profession (expanded upon by a list of accomplishments too numerous to detail here).

Heather South, Preservation Officer, received the SCAA's Program Innovation Award for her leadership in creating South Carolina Archives Month and managing/leading archival workshops over the past year that attracted over three hundred attendees.

CGM executives Sterling Martin, Vice-President, and Kenneth Carter, President



Commission Recognizes CGM Computer Consulting, Inc.

The Archives and History Commission recently recognized the free programming service provided to the Archives by CGM Computer Consulting of Columbia. CGM assisted in the updating of the Archives' [Online Records Index](#) to make it easier for the public to use and staff to update as well as enhancing data security. For details, follow [this link](#).

Electronic Signatures Guideline Updated

Version 2 of the South Carolina Department of Archives and History's *Electronic Signatures* guideline has been completed and is available on our website. One of eleven guidelines dealing with the management of electronic records in state and local government, this new version incorporates and provides links to the *South Carolina Standards for Electronic Signatures* and the accompanying *South Carolina Electronic Signatures Analysis and Implementation Guide*. The latter two documents were drafted by a multi-agency taskforce that included a representative from the Department of Archives and History. The State Budget and Control Board approved and issued the standards and implementation guide last year to comply with requirements of South Carolina's version of the *Uniform Electronic Transactions Act*.

In addition to incorporating and linking to the state standards and implementation guide, Version 2 of the *Electronic Signatures* guideline provides discussion of some key issues state agencies and local governments should consider before adopting electronic signature technology and offers several practical suggestions for use. Other guidelines in the series are currently being updated and will be available soon.

News from the Wider World

"Extreme Makeover: Horry County, SC"

AIIM's *Infonomics*, September/October 2008

www.aiim.org/Infonomics/ArticleView.aspx?ID=35039

"How King County, WA, Met the Four Elements of Records Management"

Government Technology, December 22, 2008

www.govtech.com/gt/articles/573931

"Wikis Grow, Podcasts and Social Bookmarking Slow"

destination CRM, November 10, 2008

www.destinationcrm.com/Articles/CRM-News/Daily-News/Wikis-Grow,-Podcasts-and-Social-Bookmarking-Slow-51507.aspx

A Final Word

This is a rough year for all of us. Everybody is affected by the worsening economy, with no answers as to how low it will go or how long it will last. In the meantime, programs are hemorrhaging, and gains made carefully over many years are rapidly eroding as staff and other resources are cut deeply over an unprecedentedly short space of time. For many of us even “keeping the doors open” will be the greatest challenge. Under these circumstances, there is no snappy, positive kind of comment I can make except to wish you well over the coming months. Though the Archives’ resources are greatly diminished, we will do our best to assist you in managing South Carolina’s state and local government records.

As always, please feel free to contact me about our programs and services.

Roy H. Tryon, CA, CRM
State Archivist and Records Administrator



Links

Letter regarding budget cuts from Rodger Stroup, Director of the Department of Archives and History

<http://scdah.sc.gov/NR/rdonlyres/7BF96153-E45C-429D-9A5D-46440C3581A6/0/budgetletter.pdf>

Education and Training Task Force Report

<http://arm.scdah.sc.gov/NR/rdonlyres/499B9B75-E346-482D-90F3-5669CC2A924B/0/trainingreport.pdf>

SC State Historic Records Advisory Board

www.state.sc.us/scdah/shrab/shrab1.htm

State plan for historical records, 2007-2012

www.state.sc.us/scdah/shrab/shrabstateplan07.htm

SC SHRAB Action Conference

www.state.sc.us/scdah/shrab/conference.htm

SC State Library

www.statelibrary.sc.gov

On-Line Records Index

www.archivesindex.sc.gov/

Digitization Grant

<http://arm.scdah.sc.gov/NR/rdonlyres/460B2FC1-4E48-4B83-B325-9EE33CBAD5CF/0/OTRv6n1.pdf>

Institute of Museum and Library Services

www.imls.gov/

CGM Computer Consulting

<http://scdah.sc.gov/cgmaward.htm>

SC Archival Association

<http://scaa.palmettohistory.org/scaa.html>

Electronic Signatures Guideline

<http://arm.scdah.sc.gov/NR/rdonlyres/11CAE440-3444-4C7A-B179-6E530E6F27E4/0/ermEDS.pdf>

South Carolina Standards for Electronic Signatures

<http://cio.sc.gov/NR/rdonlyres/A825AF86-8FDA-4A63-8A02-8907639020EC/0/scrUETASCStandardsforElectronicSignatures.pdf>

South Carolina Electronic Signature Analysis and Implementation Guide

<http://cio.sc.gov/NR/rdonlyres/9F3BA2ED-7A88-4EE4-A090-93BB482B1502/0/scrUETASCAAnalysisandImplementationGuideforElecSignatures.pdf>

Uniform Electronic Transactions Act

www.scstatehouse.gov/code/t26c006.htm

Directory of Historical Repositories

www.state.sc.us/scdah/repository/repositories.htm

Extreme Makeover: Horry County, SC

www.aiim.org/Infonomics/ArticleView.aspx?ID=35039

How King County, WA, Met the Four Elements of Records Management

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Wikis, Grow, Podcasts and Social Bookmarking Slow

www.destinationcrm.com/Articles/CRM-News/Daily-News/Wikis-Grow,-Podcasts-and-Social-Bookmarking-Slow-51507.aspx